MEMORANDUM

TO: Club Officers

FROM: Martha McElligott
Business Administrator
Rensselaer Union

DATE: August 24, 2009

RE: STUDENT CHARGE SHEETS

When using student charge sheets for club dues, trip fees, etc., use the hard copy of the Student Charge sheet to obtain all pertinent information (RIN#, name, amount, date and initials).

Drop off the hard copy to Patti at the Mueller Center Front Desk. Please be sure the top of the form has your club’s name on it and the bottom of the form has the reason for the charges (i.e., club dues, trip fees with the name and date of the trip, etc.) When you bring the charge sheet to Patti, she will look it over to be sure it is legible. If it is not, she will return the form to you and request that you redo it.

Please keep in mind that only student activity fee paying students can charge club-related fees to their student accounts. Spouses, staff, faculty and alumni cannot charge to student accounts even though they may have RIN numbers.

Charge sheets should be submitted in a timely manner. Don’t wait until the sheet is full before you submit it. We prefer you submit charge sheets weekly. Your club will not receive the funds until the forms are received by Patti and processing completed by her.

The Bursar will run bills on December 1st so we need all our club related charges on student accounts prior to that time. The deadline for submitting student charge sheets for the fall semester is Friday, November 20, 2009. This will be the last day a December graduate can have club related charges submitted to be put on their student account.

If you have any questions, please feel free to contact me at x6505 or via email at mcellm@rpi.edu. Thank you in advance for your cooperation.